



# California Department of State Hospitals

## Senior Librarian (Specialist) (Residential Care Centers)

**Exam Code:** 0MHMS

**Class Code:** 7546

**Department:** Department of State Hospitals

**Opening Date:** June 5, 2020

**Exam Type:** Departmental, Open

**Final Filing Date:** 7/6/2020

### CLASSIFICATION DETAILS

Senior Librarian (Specialist) (Residential Care Centers) – \$5,047 - \$6,963 per month.

View [the Senior Librarian \(Specialist\) \(Residential Care Centers\) classification specification](#)

### APPLICATION INSTRUCTIONS

#### Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12)** months.

#### How to Apply:

Applicants are required to submit an Examination/Employment Application (STD 678) found at [www.calcareers.ca.gov](http://www.calcareers.ca.gov) either by mail, in person, or via email to the address listed below. Under the "Explanations" section of the STD 678, indicate how you would like to receive the examination (i.e., email or regular mail), if no method is identified on the STD 678, the examination will be emailed to the email address provided.

The preferred method to apply is by emailing your STD 678 to:  
[SacramentoExamsUnit@dsh.ca.gov](mailto:SacramentoExamsUnit@dsh.ca.gov)

**Type the following in the Subject Line of the email: 0MHMS – First Name Last Name**

You may also apply by mail to:

Department of State Hospitals – Sacramento  
Selection Services Unit  
1600 9th Street – Room 121  
Sacramento, CA 95814

Or in person at:

Department of State Hospitals – Sacramento 1600  
9th Street  
Sacramento, CA 95814  
Monday through Friday, 8am to 5pm (excluding State holidays)

**Final File Date:**

Applications must be submitted by the Final File Date of July 6, 2020.

Dates printed on envelopes by mobile barcodes or equivalent mobile print technology are not acceptable proof of the date the application and any other required documents or materials were filed.

**Special Testing Arrangements:**

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

## **MINIMUM QUALIFICATIONS**

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

**Either 1**

Two years in the California state service performing librarian duties at a level of responsibility equivalent to that of a Librarian (Residential Care Centers).

**Or 2**

**Experience:** Three years of increasingly responsible and varied professional library experience, such as cataloging, research work, reference work, library service projects, and the selection of library materials;

**And**

**Education:** Equivalent to graduation from college and completion of graduate study in a library school. (Registration as a graduate student in a library school will admit

applicants to the examination, but they must submit evidence of completion before they can be considered eligible for appointment.)

## **POSITION DESCRIPTION**

This is the senior specialist level in this series. Incumbents in these non-supervisory assignments perform highly complex library work of a specialized nature.

## **EXAMINATION SCOPE**

This examination consists of the following components:

**Training and Experience Evaluation** – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

If conditions warrant, this examination may utilize an evaluation of each candidate's education and experience compared to a standard developed from the class specification. It is important that each candidate provide details and completely fill out their application. List all experience relevant to the "Minimum Qualifications" for admittance to the examination shown in this announcement.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

1. Knowledge of principles, trends, and practices of professional library work.
2. Knowledge of modern library methods, techniques, and terminology.
3. Knowledge of standard reference materials, library tools, guides, and indexes.
4. Knowledge of library purposes, trends, and organization.
5. Knowledge of complex bibliography terminology.
6. Knowledge of subject fields and California Government location and programs of major libraries in California.
7. Ability to apply professional knowledge to the practical problems of the job.
8. Ability to establish and maintain cooperative relationships with library users, co-workers, supervisors, and others contacted during the course of work.

9. Ability to analyze situations accurately and take effective action.
10. Ability to speak and write effectively.
11. Ability to assume leadership and apply creativity in the formulation of needed changes in methods and procedures.

## ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Senior Librarian (Specialist) (Residential Care Centers)** classification will be established for:

### Department of State Hospitals

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility. Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits: Career Credits are not granted for examinations administered on an Open basis or Promotional basis.

## EXAMINATION INFORMATION

You are required to submit your application following the instructions above. Once it has been determined that you meet the minimum qualifications for entrance into the examination, you will be contacted with instructions for completing this examination.

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

- **Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.
- **Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

- **Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TAKING THE EXAMINATION

You are required to submit your application following the instructions above. Once it has been determined that you meet the minimum qualifications for entrance into the examination, you will be contacted via email with instructions for completing this examination.

## CONTACT INFORMATION

If you have any technical or administrative questions concerning this examination bulletin, including provision of reasonable accommodation for this testing process, please contact:

Department of State Hospitals  
Selection Services Unit  
Monday through Friday, 8am to 5pm (excluding State holidays)  
Phone: 916-651-8832  
Email: [SacramentoExamsUnit@dsh.ca.gov](mailto:SacramentoExamsUnit@dsh.ca.gov)

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)  
TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account at: https://calcareers.ca.gov](https://calcareers.ca.gov)

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The Department of State Hospitals reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

A civil service examination may be canceled by the Department or designated appointing power at any time prior to the establishment of the employment list.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.